



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	214	Approval Date: 11/15/11
Policy Title	SICK LEAVE	Effective Date: 1/1/12
		Revision Date(s): 8/15/14; 3/11/16; 11/28/17

214 – SICK LEAVE

All regular employees will, upon completion of the orientation period, be entitled to paid sick leave. Sick leave will accumulate at the rate of one (1) day for each month of regular full-time employment up to a maximum of one-hundred twenty (120) days. Eligible employees who are in active employment (not on unpaid leave, layoff, etc.) will be credited with accrued sick leave on the 15th day of each month.

Employees who have accumulated the one-hundred twenty (120) days of sick leave will continue to earn sick leave which will be placed into their emergency sick leave bank. These banked days may be used if the employee has exhausted his/her normal sick leave and is under verified physician's or chiropractor's care for serious illness or injury. Accumulation of days for the emergency bank will be effective as of January 1, 1979. Days in the emergency sick leave bank will not be subject to the payment provision noted below (*).

Clearview employees working twelve (12) consecutive months without using a sick day or any portion thereof may, at their option, be paid six (6) days at their current rate with the remaining six days added to their accumulation.

Sick leave benefits will be paid at the regular hourly rate received by the employee at the time of illness or injury. Sick leave benefits will be paid up to the extent of an employee's accumulation for all bona fide illness, disease, injury and maternity excepting only those cases for which an employee would be entitled to receive Worker's Compensation.

Sick leave is hereby defined as to include:

Diagnostic and physical examinations and dental and eye procedures (up to one-half [1/2] day allowed provided doctor's verification is obtained).

Satisfactory evidence of illness and treatment warranting sick leave will be required in all cases of employee's absence because of illness of more than three days and may be required in instances of absences for illness of less than three days if the County considers it appropriate. Although a physician's certificate will be given consideration as evidence of disability, the County reserves the right where the period of time requested by the employee appears excessive in relation to the illness claimed to limit the period of sick leave to that normally required for such illness; and the County further reserves the right to call in its own physician to make a final determination of an employee's disability in all cases.

Employees who have been notified by management, due to their prior record of absences or other reason, that they are required to obtain a physician's certificate, either for their own illness or that of a family member, must have been seen by a physician for the certification to be considered valid.

With the approval of the Department Head or designee, employees eligible for sick leave may be authorized to use up to and equivalent of three (3) days of sick leave per calendar year due to illness or injury to the immediate family (spouse, children, stepchildren, parent, stepparent) that would reasonably require the presence of the employee

Under special circumstances and approval of the Department Head or designee, an employee may be granted additional sick leave in excess of three [3] days. The employee must submit a medical excuse for any days used under this provision. If an excuse is not submitted the use of sick leave will be denied and the employee will be required to use any other available paid time (i.e. vacation, comp time, etc.).

Sick leave will commence upon the first day of absence due to illness or injury and employees must notify the department in charge of the absence prior to the regular starting time if at all possible.

(*) Except for involuntary termination, an employee who terminates employment will be paid out of their accumulated unused sick leave as follows:

After five (5) years of service 20%
After ten (10) years of service 30%
After fifteen (15) years of service 50%
After twenty (20) years of service 60%

Important note: See Policy #214.1 regarding current payout availability.

The County of Dodge will provide for conversion of accumulated sick leave as stipulated above at the employee's option to a credit which will be used to pay monthly health insurance premiums for an employee and eligible dependents after his/her retirement, provided they participate in all parts of Medicare as soon as eligible. When said fund is depleted, the employee may continue in the program provided he/she pays the amount of the premium to the County in advance. If the employee options to take payment, the payment will be in a lump sum payment.

Pro-ration of Sick Leave Accrual

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior anniversary year, will have their sick leave accrual pro-rated. The pro-ration calculation will take place prior to the start of the next anniversary year and will take into consideration the number of sick leave hours credited to the employee during the prior anniversary year in comparison to the total number of full-time hours for the position. The

calculation will result in a reconciliation of the number of sick leave hours credited versus sick leave hours earned. In the case of a part-time benefit eligible employee the calculation may result in a change in the determination of how many sick leave hours the employee will be credited each month during the upcoming anniversary year.

Examples:

Employee A is a non-exempt employee who holds a 1040 hour/year benefit-eligible part-time position and would normally qualify for 48 hours of sick leave accrual (96 hours for a full-time employee.) Employee A worked 992 hours during the past calendar year, which resulted in a pro-ration that provided for 46.0 hours of earned sick leave accrued in the past anniversary year.

992 hours worked during the past anniversary year

$992 / 2080 = 47.7\% = 48\%$ FTE (rounded to closest full number)

96 hours x 48% = 46.0 sick leave hours earned (rounded to the closest ¼ hour)

Employee A was credited with 48 hours of accrued sick leave during the past anniversary year so 2.0 hours will be deducted from the employee's sick leave bank.

Employee B is a non-exempt employee who holds a 2080 hour/year position and would normally qualify for 96 hours of sick leave accrual per year. Employee A had 12 unpaid days (96 hours) during the past anniversary year, which resulted in a pro-ration that provided for 91.25 hours of earned sick leave accrued in the past anniversary year.

$2080 - 96 = 1984$

$1984 / 2080 = 95.4\% = 95\%$ (rounded to closest full number)

96 hours x 95% = 91.25 sick leave hours earned (rounded to the closest ¼ hour)

Employee B was credited with 96 hours of sick leave during the past anniversary year so 4.75 hours will be deducted from the employee's sick leave bank.

Sick leave paid to a non-exempt employee that is donated by another employee is considered equivalent to unpaid time for the purpose of calculating the employee's level of benefit.

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.